



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

**SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT**

**TECHNICAL SPECIFICATIONS
For
40 Quenta
Kitchen**

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek, Namibia is soliciting services of labor, materials and fully comprehensive work to perform a kitchen make over.

GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years' experience in their particular field, equipped with all hand/carpentry tools, etc. necessary to carry out their work.
- The contractor shall be able to operate simultaneously with two teams of laborers and schedule the work with a two-day advance notice
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed "Unacceptable".

I. WORK TO BE DONE

1. Kitchen Layout

- a. Give a new layout of kitchen as discussed on site.

2. Kitchen Make Over

- a. Kitchen will have a free standing oven/stove. Specs will be supplied by COR.
- b. Counter top should be of high/durable quality. Provide different quotes for Granite and another product.
- c. Replace all cabinetry in kitchen with new modern cabinets
- d. All tiles in kitchen should be replaced. Give samples to COR for approval.
- e. All plumbing should be changed as necessary.
- f. All electricity should be changed as necessary.

- g. Ample outlets should be provided for appliances. Clipsal s2000 brand should be used.
- h. Space should be provided for a dish washer.

II. Procedure

- a. All building rubble should be removed and site should be kept clean.
- b. Safety wear should be used to prevent shut down of site.
- c. Green rubbish bins should be emptied once all work is complete.

Site Limitations: None – Residence will be vacant during work.

Performance period: 14 Calendar days for demolition, installation and tiling.

Liquidated damages will be charged at a rate of N\$1,200 per day for every day work goes past the performance period.

Warranty of work: The contractor agrees that

- Materials and equipment used by the contractor and any subcontractor will be new and of good quality unless otherwise required
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified
- Work will conform to the requirements of the contract documents.

Site Conditions: The site will be free of any debris related to the construction services at the end of the project. Cutting or welding on the ground shall not leave any markings of any kind. To prevent marking the ground it is recommended that the cutting or welding be done offsite or have a protective layer for the pavers/ concrete. Paint will be cleaned up using an outdoor faucet away from the house. There shall not be any paint residue left at the faucet area.

III. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.

Schedule a walkthrough with the COR at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the COR and the contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date.

A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

IV. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based upon economic offer and proven performance verified by references or already quality or work.

Substantial Completion Inspection

Inspecting work done so far as per the Scope of Work.

List any deficiencies needed to be completed to obtain Final Completion Certificate.

Work to be completed by Date: _____

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Embassy of the United States of America



Windhoek, Namibia

Final Completion Certificate

I, (COR) _____ here by award (Contractor) _____ with a
Final Completion Certificate for their work at _____.

The work has been deemed complete and satisfactory according to the Scope of Work. Any and
all remaining payments are authorized to be released to the contractor.

Signature _____ Date _____